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12 April 1950

TO : TRD Policy Committee

FROM : Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the position of Clerk-Stenographer, Assessment Staff. Present rating GS-5.

1. The qualifications for this position are as follows:

- a. At least one year's study in a school of business administration or equivalent practical experience.
- b. Dictation speed, 120 words per minute.
- c. Typing speed, 60 words per minute.
- d. Excellent proficiency in spelling, punctuation, proofreading, capitalization, and arithmetic computation.
- e. Initiative, emotional stability, social maturity, poise. Sensible, practical, industrious. Pleasing, well-balanced personality.
- f. Excellent abstract reasoning ability and high verbal intelligence.
- g. Skillful in the use and manipulation of the three units of the dictaphone, and competent in the accurate transcription of dictaphone records into final copy.

2. The work responsibilities for this position are as follows:

- a. Takes dictation from the Chief, Assessment Staff, and from senior and junior psychologists, the psychometrist, and the statistical analyst, and transcribes notes into final written form.
- b. Collates and organizes rough notes, either oral or written, into final written copy.
- c. Establishes and maintains a filing and record system pertinent to her stenographic responsibilities.
- d. In the absence of the administrative assistant assumes responsibilities of that position in respect to such matters as the scheduling of

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Assessment cases, the processing of Assessment folders, the preparation of Assessment notices, the distribution and dissemination of all incoming and outgoing correspondence, the supervision and control of all Assessment files, etc. (See job description, administrative assistant/psychometrist, Assessment Staff, slot no. 5, 22 March 1950, especially section 2, paragraphs a, d, l, and n).

e. When called upon to do so by the statistical analyst, operates the IBM scoring machine.

f. Under direction from the Chief, Assessment Staff, is responsible for maintaining an up-to-date list of American psychologists possibly available for Assessment or CIA employment. In addition, she maintains two other lists of psychologists: (a) A list of psychologists who have been rejected for employment, to guarantee that they will not subsequently be employed. (b) A list of psychologists who are qualified but who are not at present interested in Assessment or CIA employment; this latter list is extremely valuable in time of war.

g. Serves as a participant in situation testing and writes individual reports as the result of her observations.

h. When temporary and emergency clerical assistants are assigned to the Assessment Staff, she briefs, trains, and supervises them on stenographic and clerical duties.

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Chief, Assessment Staff

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